Pacific Air Forces

Integrity - Service - Excellence

Contractor Progress

HQ PACAF/LGC

U.S. AIR FORCE

Objectives

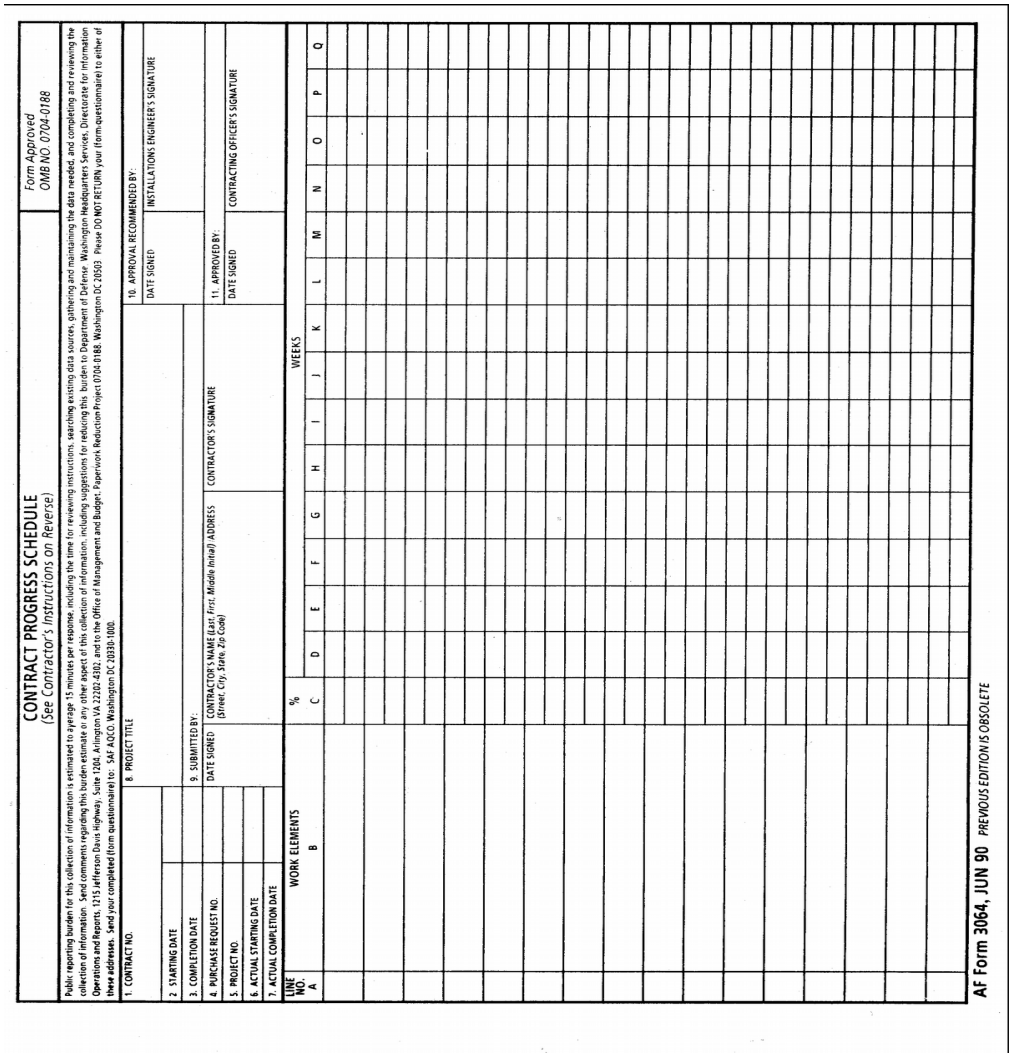
- **Identify basic facts and terms concerning progress schedules**
- **Identify basic facts and terms concerning progress reports**
- **Discuss progress payments under construction contracts**
- **Demonstrate how to calculate a progress payment**

Contract Progress Schedule

- **Applicability**
  - **Fixed-price construction contracts exceeding the SAT**
  - **When period of performance > 60 days**
  - **When period of performance < 60 days (if an unusual situation exists)**
  - **Required when clause 52.236-15, Schedules for Construction Contracts, is inserted in the solicitation/contract**

- **Submission of intended progress**
  - **AF Form 3064, Contract Progress Schedule may be used to satisfy this requirement**
  - **Other schedules may be used (if approved by the CO)**
    - **Critical Path Method**

AF Form 3064, Contract Progress Schedule



CONTRACT PROGRESS SCHEDULE
(See Contractor's Instructions on Reverse)

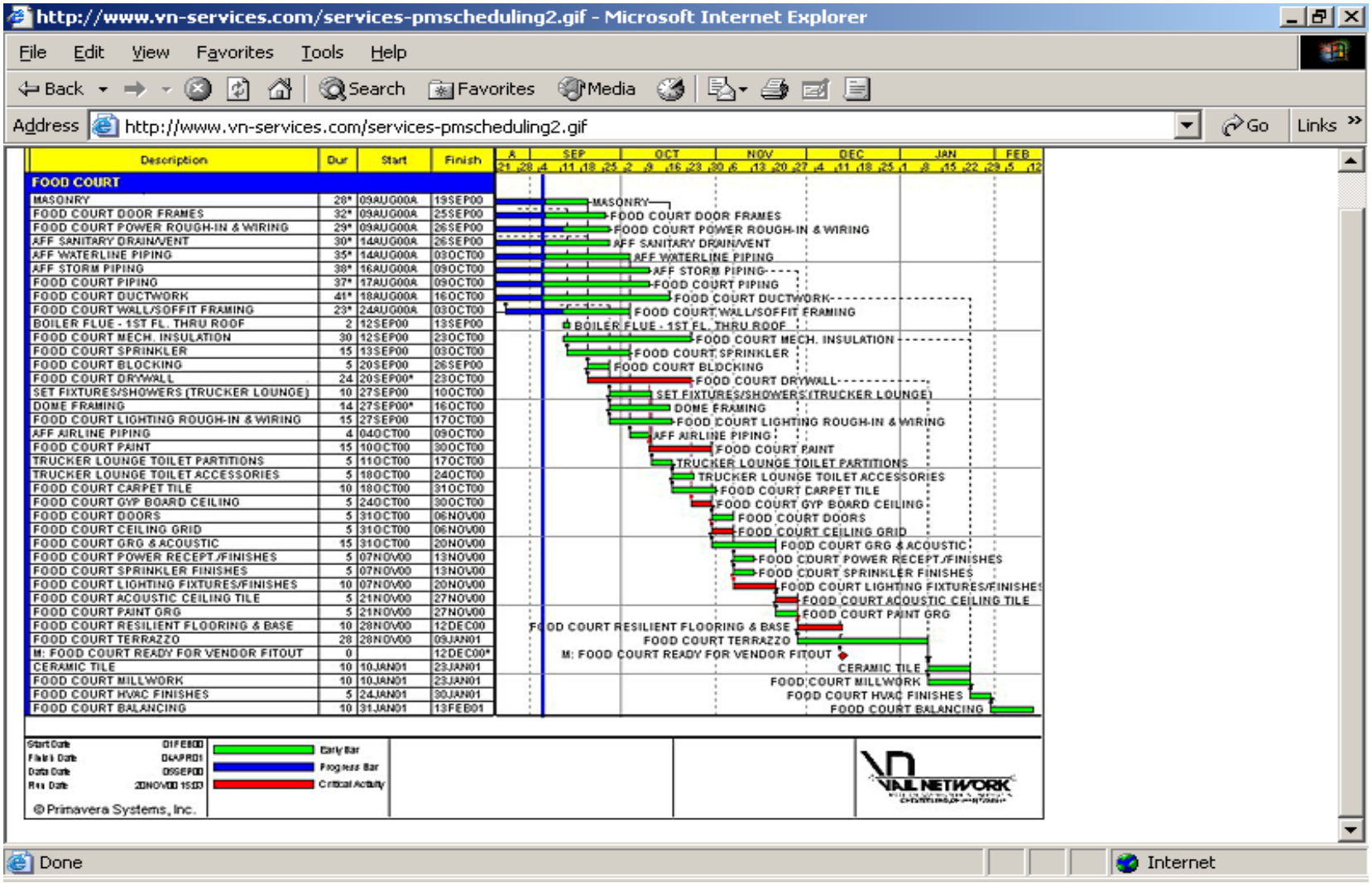
Form Approved
OMB NO. 0704-0188

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington DC 20503. Please DO NOT RETURN your form questionnaire to either of these addresses. Send your completed form questionnaire to: SAF AQCO, Washington DC 20330-1000.

1. CONTRACT NO.
2. STARTING DATE
3. COMPLETION DATE
4. PURCHASE REQUEST NO.
5. PROJECT NO.
6. ACTUAL STARTING DATE
7. ACTUAL COMPLETION DATE
8. PROJECT TITLE
9. SUBMITTED BY:
DATE SIGNED
CONTRACTOR'S NAME (*Last, First, Middle Initial*) ADDRESS (*Street, City, State, Zip Code*)
CONTRACTOR'S SIGNATURE
10. APPROVAL RECOMMENDED BY:
DATE SIGNED
INSTALLATIONS ENGINEER'S SIGNATURE
11. APPROVED BY:
DATE SIGNED
CONTRACTING OFFICER'S SIGNATURE

LINE NO. A	WORK ELEMENTS B	% C	WEEKS D	E	F	G	H	I	J	K	L	M	N	O	P	Q

Critical Path Method (CPM)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Description Dur Start Finish
FOOD COURT
MASONRY 28* 09AUG00A 19SEP00
FOOD COURT DOOR FRAMES 32* 09AUG00A 25SEP00
FOOD COURT POWER ROUGH-IN & WIRING 29* 09AUG00A 26SEP00
AFF SANITARY DRAIN/VENT 30* 14AUG00A 26SEP00
AFF WATERLINE PIPING 35* 14AUG00A 03OCT00
AFF STORM PIPING 38* 16AUG00A 09OCT00
FOOD COURT PIPING 37* 17AUG00A 09OCT00
FOOD COURT DUCTWORK 41* 18AUG00A 16OCT00
FOOD COURT WALL/SOFFIT FRAMING 23* 24AUG00A 03OCT00
BOILER FLUE - 1ST FL. THRU ROOF 2 12SEP00 13SEP00
FOOD COURT MECH. INSULATION 30 12SEP00 23OCT00
FOOD COURT SPRINKLER 15 13SEP00 03OCT00
FOOD COURT BLOCKING 5 20SEP00 26SEP00
FOOD COURT DRYWALL 24 20SEP00* 23OCT00
SET FIXTURES/SHOWERS (TRUCKER LOUNGE) 10 27SEP00 10OCT00
DOME FRAMING 14 27SEP00* 16OCT00
FOOD COURT LIGHTING ROUGH-IN & WIRING 15 27SEP00 17OCT00
AFF AIRLINE PIPING 4 04OCT00 09OCT00
FOOD COURT PAINT 15 10OCT00 30OCT00
TRUCKER LOUNGE TOILET PARTITIONS 5 11OCT00 17OCT00
TRUCKER LOUNGE TOILET ACCESSORIES 5 18OCT00 24OCT00
FOOD COURT CARPET TILE 10 18OCT00 31OCT00
FOOD COURT GYP BOARD CEILING 5 24OCT00 30OCT00
FOOD COURT DOORS 5 31OCT00 06NOV00
FOOD COURT CEILING GRID 5 31OCT00 06NOV00
FOOD COURT GRG & ACOUSTIC 15 31OCT00 20NOV00
FOOD COURT POWER RECEPT./FINISHES 5 07NOV00 13NOV00
FOOD COURT SPRINKLER FINISHES 5 07NOV00 13NOV00
FOOD COURT LIGHTING FIXTURES/FINISHES 10 07NOV00 20NOV00
FOOD COURT ACOUSTIC CEILING TILE 5 21NOV00 27NOV00
FOOD COURT PAINT GRG 5 21NOV00 27NOV00
FOOD COURT RESILIENT FLOORING & BASE 10 28NOV00 12DEC00
FOOD COURT TERRAZZO 28 28NOV00 09JAN01
M: FOOD COURT READY FOR VENDOR FITOUT 0 12DEC00*
CERAMIC TILE 10 10JAN01 23JAN01
FOOD COURT MILLWORK 10 10JAN01 23JAN01
FOOD COURT HVAC FINISHES 5 24JAN01 30JAN01
FOOD COURT BALANCING 10 31JAN01 13FEB01
A SEP OCT NOV DEC JAN FEB
MASONRY
FOOD COURT DOOR FRAMES
FOOD COURT POWER ROUGH-IN & WIRING
AFF SANITARY DRAIN/VENT
AFF WATERLINE PIPING
AFF STORM PIPING
FOOD COURT PIPING
FOOD COURT DUCTWORK
FOOD COURT WALL/SOFFIT FRAMING
BOILER FLUE - 1ST FL. THRU ROOF
FOOD COURT MECH. INSULATION
FOOD COURT SPRINKLER
FOOD COURT BLOCKING
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DOME FRAMING
FOOD COURT LIGHTING ROUGH-IN & WIRING
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TRUCKER LOUNGE TOILET PARTITIONS
TRUCKER LOUNGE TOILET ACCESSORIES
FOOD COURT CARPET TILE
FOOD COURT GYP BOARD CEILING
FOOD COURT DOORS
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FOOD COURT POWER RECEPT./FINISHES
FOOD COURT SPRINKLER FINISHES
FOOD COURT LIGHTING FIXTURES/FINISHES
FOOD COURT ACOUSTIC CEILING TILE
FOOD COURT PAINT GRG
FOOD COURT RESILIENT FLOORING & BASE
FOOD COURT TERRAZZO
M: FOOD COURT READY FOR VENDOR FITOUT
CERAMIC TILE
FOOD COURT MILLWORK
FOOD COURT HVAC FINISHES
FOOD COURT BALANCING
Early Bar
Progress Bar
Critical Activity
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VN NETWORK
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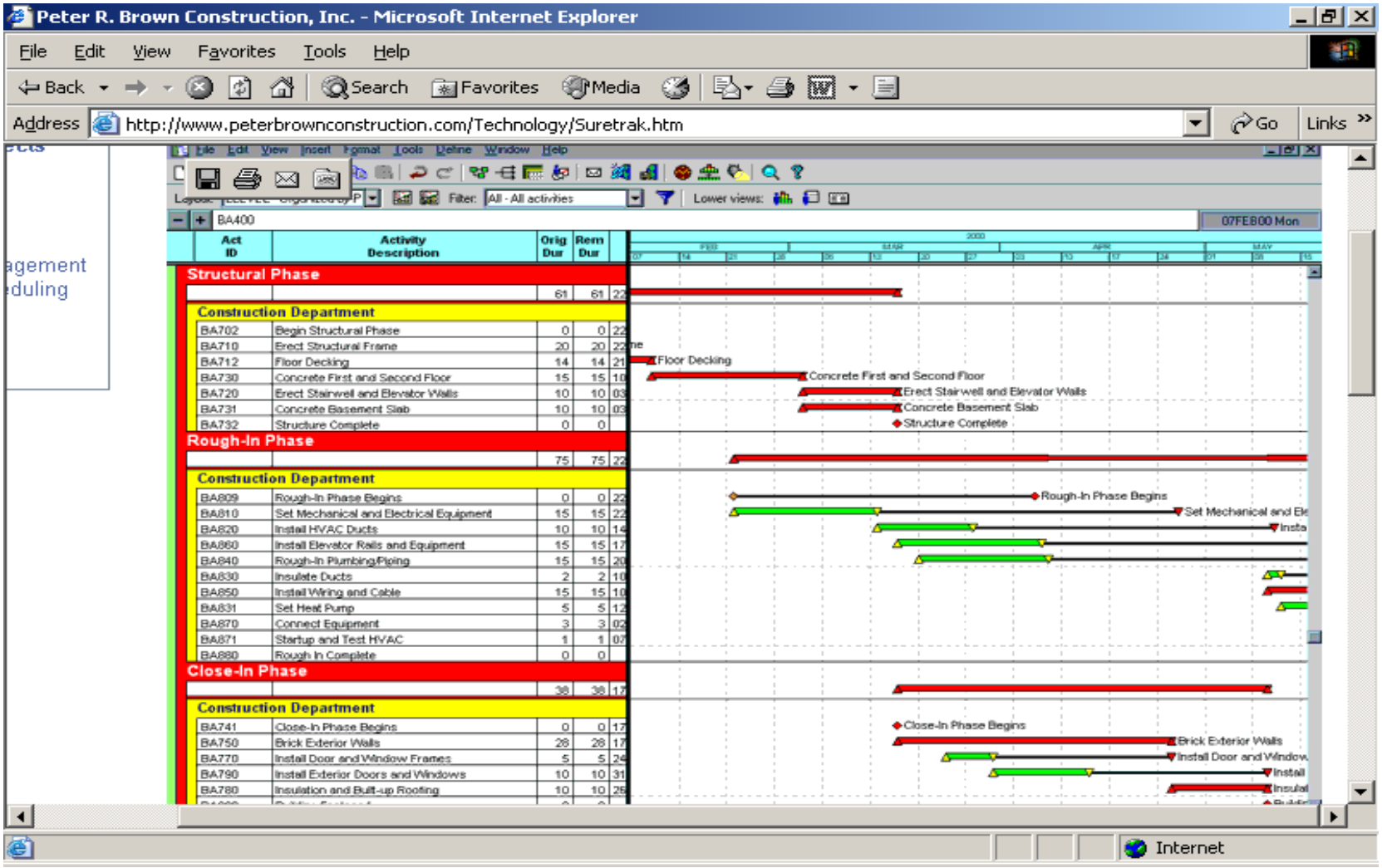
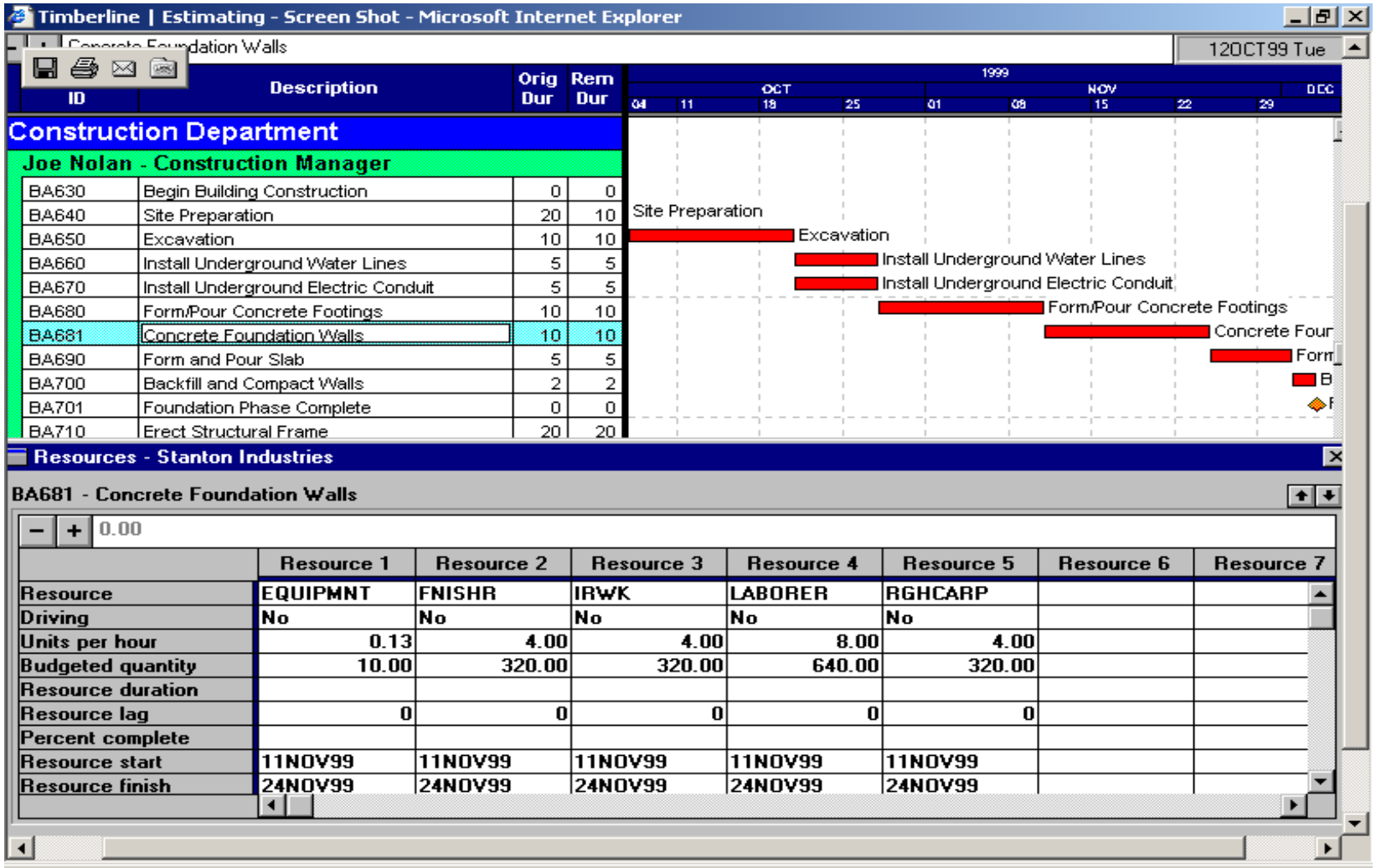
Sure Trak Progress Schedule



Timberline Progress Schedule



Non-Compliance with Intended Contract Progress Schedule

- Increase number of shifts
- Use overtime operations
- Increase days of work
- Submit supplementary schedule or schedules
- Grounds for termination if contractor fails to comply

Revised Contract Progress Schedule

- Changing progress of work as originally scheduled
- Adding or deleting work
- Changing completion date
- Revised schedules shall be titled “First Revised Schedule”, “Second Revised Schedule”, as appropriate, and written/typed directly underneath the form title
- Required submission of the revised schedule is determined by the CO

Contract Progress Reports

- **Compares proposed work completed in relation to actual work accomplished**
- **Determines appropriate amount due to contractor**
- **AF Form 3065, Contract Progress Report, may be used to satisfy this requirement**
  - **Submission methods**
    - **Contractor <u>and</u> civil engineering (or their designees) prepare a report covering the same period and forward a copy to the Contracting Officer for review; <u>or</u>**
    - **Contractor prepares the report and routes it through civil engineering; CE reviews the report, makes necessary comments, and forwards it to the Contracting Officer for review and appropriate action**

Instructor Script

AF Form 3065, Progress Report

CONTRACT PROGRESS REPORT

OMB NO. 9000-0058
Expires Apr 30, 1999

Public reporting burden for this collection of information is estimated to avarage 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports *(OMB No. 9000-0058)*, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO : SAF/AQCD, 1060 Air Force Pentagon, Washington DC 20330-1060.

CONTRACTOR			ADDRESS	
REPORT NO.	PERIOD COVERED FROM: TO:	PROJECT NO.	CONTRACT NO.	COMPLETION DATE

LINE NO.	WORK ELEMENT	% OF TOTAL JOB	% COMPLETED THIS PERIOD	% COMPLETED CUMULATIVE
	TOTAL			

REMARKS

At the Contracting Officer's discretion and according to the payments clause of the contract, the information provided on this form may be used for computing progress payments.

PROGRESS OR COMPLETION CERTIFICATE

I hereby certify that the contractor has satisfactorily completed the indicated percentage of the contract per contract specifications.

SUBMITTED BY OR FOR

☐ CONTRACTOR ☐ BASE CIVIL ENGINEER

TYPE OR PRINT NAME AND TITLE	SIGNATURE	DATE

REVIEWED BY OR FOR CONTRACTING OFFICER

TYPE OR PRINT NAME AND TITLE	SIGNATURE	DATE

AF FORM 3065, 19960401 ***(EF-V3)*** PREVIOUS EDITION IS OBSOLETE.

Progress Payments Under Construction Contracts

- **Retainage**
  - **If the contractor does not achieve satisfactory progress, the Contracting Officer may retain a percentage of the progress payment**
  - **Determined on a case-by-case basis**
  - **Contracting Officer may withhold up to 10%**
  - **Upon completion of all contract requirements, retained amounts shall be paid promptly**

Calculating a Progress Payment

Original Contract Amount	**$1,300,000.00**	
Add/Subtract Modifications (if applicable)	**$ .00**	
Revised Contract Total	**$1,300,000.00**	
Multiplied by Percentage Complete	**x 30%**	
Equals amount due	**$390,000.00**	
Subtract Previous Progress Payments (10% prior payment)	**- $130,000.00**	
Subtotal	**$260,000.00**	**(20% completed this period)**
Subtract Any Retainage	**- 0%**	
Amount Due to Contractor	**$260,000.00**	

Summary

- Identify basic facts and terms concerning progress schedules
- Identify basic facts and terms concerning progress reports
- Discuss progress payments under construction contracts
- Demonstrate how to calculate a progress payment